



ALASKA NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
POSITION ANNOUNCEMENT # AKARNG 19-57

[HTTPS://DMVA.ALASKA.GOV/EMPLOYMENT/](https://dmva.alaska.gov/employment/)

| | | | |
|--|-----------------------------------|---|-------------------------------------|
| POSITION TITLE: Assistant S3 | AFSC/MOS: 14A (Any MOS) | OPENING DATE: 18-Jul-2019 | CLOSING DATE: 02-Aug-2019 |
| UNIT & LOCATION: 49th Missile Defense Battalion, Fort Greely, AK 99731 | | GRADE REQUIREMENT: MIN: O2(P) MAX: O3 | |
| SELECTING SUPERVISOR: MAJ Kendall Greenleaf | Paragraph/Line# 104/03 | | |

AREAS OF CONSIDERATION

- Zone 1: On-board AK ARNG AGR only (Any MOS)
- Zone 2: Alaska Army National Guard members (Any MOS)
- Zone 4: Nationwide or Tri-State (AK, CA, and CO) military members eligible for membership in the AKARNG (Any MOS)

MAJOR DUTIES MAY INCLUDE

- Plans, controls, and executes mission operations at battalion level.
- Prepares detailed plans which support execution of policies and strategy.
- Determines training needs of the 49th Missile Defense Battalion (MDB) and prepares and supervises training to support those needs.
- Establishes policies and standards for unit readiness and supervises unit efforts to meet readiness standards.
- Plans and evaluates military operations.
- Prepares and reviews operations and concept plans to include simulation exercises.
- Executes operations, plans, and training in support of assigned missions.

INITIAL ELIGIBILITY CRITERIA

- Security Clearance - Must be able to obtain: Top Secret
- Aptitude Requirement:
- Physical Profile: PULHES requirement of (222221)
- Must be willing to reside in (relocate to) and work at Fort Greely, Alaska and/or commuting area for a minimum 3 year tour.

PREFERRED QUALIFICATIONS

- GQC Qualified
- Top Secret Granted
- Knowledge of Ground-based Mid-course Defense (GMD) exercises, tests, and operations
- Shift work experience

SPECIAL ANNOUNCEMENT CRITERIA

Must complete required MOSQ within one year of assignment at GMD. There is a three year mandatory active service obligation for accepting a position at this location and it must be completed while on active status. Dependents must be evaluated through the Exceptional Family Member Program (EFMP). Continuation beyond initial 3-year tour will be subject to evaluation based on AGR Sub tour Continuation Board.

INSTRUCTION FOR APPLICANTS

- Must be or be eligible to become a member of the Alaska Army National Guard.
- Must not be under a current suspension of favorable personnel actions.
- Must not be a candidate for an elective office, hold a civil office, or are engaged in partisan political activities.
- Applicants not currently serving on an AGR Tour must be able to serve at least 3 years in the AGR program prior to completing 18 years Active Federal Service (AFS) (any combination of Active Duty, Active Duty Special Work, Annual Training, and/or AGR program for a total of 18 years), or the date of mandatory removal.
- Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program without an NGB waiver.
- If a selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
- Applicants who voluntarily separated/resign from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation.
- Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities.
- Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program without an approved waiver (if applicable).
- An applicant's military grade cannot exceed the maximum military authorized grade on the UMR for the AGR position. Acceptance of demotion must be in writing and included in the assignment application package. Applications will not be forwarded without a statement.
- Must be able to complete at least 10 years of continuous service in an AGR status prior to Mandatory Removal Date.

APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to ng.ak.akarng.mbx.hro-agr@mail.mil. Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Complete applications must be received in HRO-AGR office no later than 2359 of the closing date. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the complete application package must include all documents listed below. Items 3-8 are required by the Human Resource Office to determine qualifications. If the requested documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

Packets must be in the following order:

1. Cover Letter (Include personal and military email). Must be addressed to Hiring Official.
2. Resume.
3. NGB Form 34-1 dated Nov 2013 (Application for AGR Position) link: <https://dmva.alaska.gov/employment.htm>
4. Any Letters of Recommendations (if Applicable).
5. Last 3 OER's (if Applicable) (Must submit memo for gaps).
6. Current AGR/Mobility/ADSW orders (if Applicable).
7. Copies of all DD Form 214's / NGB Form 23B showing all prior service.
8. Certified/validated ORB.
9. Personnel Qualification Record (PQR) within 12 months.
10. Individual Medical Readiness (IMR) Report (MEDPROS) within 12 months. *It is important that you print the report, not the web-page screen.
11. Profiles (PERM/TEMP) must be attached if applicable. Pregnancy itself is not a disqualifier and will be accepted on a case by case basis.
12. Passing DA 705 APFT. Must have current test within 12 months (MDAY) or 6 months (AGR).
13. Passing HT & WT. Must attached DD 5500/5501-R as applicable within 6 months prior to closing date of announcement. (if Applicable).
14. Security Verification Memo.
15. Copy of current Driver's License.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF. PDF File Name should be: Position Announcement Number, Last name, First name, Grade Example: AKARNG 16-52 Doe, Jane E1 Email Subject should be: Position Announcement Number Example: AKARNG 16-52 Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

****Applications sent through the AMRDEC Safe <https://safe.amrdec.army.mil/safe/> will no longer be accepted****

QUESTIONS:

To verify receipt of application, you may call:

(907) 428-6459 (DSN 317-384-4459)

(907) 428-6464 (DSN 317-384-4464)

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.